

Procurement Manager / Assistant Procurement Manager (Ref: 2500294) Finance Office

The appointee will assist in managing of the procurement function; planning and administering the tendering, purchasing procedures as well as other ancillary services of the University; providing professional advice and support on catering outlets management and service contract administration; drafting and vetting tendering documents including contract document to cover all aspects for provision of services to the University; liaising directly with suppliers/caterers; and conducting regular review of suppliers' performance and ensure their day-to-day operation complies with the required standard; collecting users' feedback in relation to the services and quality provided by suppliers and identify potential areas for improvement.

Applicants should have a recognized degree or above with at least 8 years of relevant working experience, of which 5 years must be in a supervisory position preferably gained in tertiary institutions, public sector, sizable organizations or the hospitality industry. They should have good business and marketing acumen and possess good analytical skills; strong leadership skills with the courage and ability to come up with new ideas in pursuit of continuous improvements. Holder of Certified Public Accountant (CPA) is highly preferable. They should also have good presentation skills as well as good computer literacy; and have an excellent command of both written and spoken English and Chinese. Applicants with less experience will be considered as Assistant Procurement Manager.

Salary will be commensurate with qualifications and experience.

Initial appointment will be made on a fixed-term contract. Fringe benefits include the University's Voluntary Contributions to MPF Scheme or a contract-end lump sum payment (totaling up to 10% of the basic salary), leave, medical and dental benefits. The appointee will hold a substantive rank of Assistant Business Manager / Business Officer II in the University.

The University only accepts and considers applications submitted online for this post. Applicants should complete the [online application form](#) and upload a full CV. **Review of applications will start from 11 April 2025, and will continue until the post is filled.** Applications which are incomplete or without the required documents may not be considered. Personal data provided by applicants will be used for recruitment and other employment-related purposes. For details of the Personal Information Collection Statement, please refer to <http://www.eduhk.hk/jobsoff/index.php?glang=en>.

All applications will be treated in strict confidence. Only those who are shortlisted will be contacted. The University reserves the right not to fill the position(s) advertised. Since the incumbent's work would involve contacts with persons aged under 18 and/or mentally incapacitated persons, prospective employee(s) will be required to undergo Sexual Conviction Record Check operated by the Hong Kong Police Force.

Further information about the University is available at <http://www.eduhk.hk>.

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